

Additional Information for PDPAs Enrolling COD Web Site Users for COD Online Service  
Attachment to March 2013 Electronic Announcement

As explained in the [January 25, 2013 electronic announcement](#) posted to the Information for Financial Aid Professionals (IFAP) Web site, we will modify the [SAIG Enrollment Web site](#) during the weekend of March 9-10, 2013 to enable Primary Destination Point Administrators (PDPAs) to enroll new and existing COD Web site users for the new COD Online Service, as well as enable enrolled users to register for an FSA User ID and password, if they do not already have one.

Any school DPA of a TG number enrolled for COD Batch services (i.e., Direct Loan and/or Grant Services) will be automatically enrolled for the COD Online Service. These DPAs will receive an e-mail from Federal Student Aid informing them the COD Online Service has been added. We will use the e-mail address currently associated with the DPA's account on the SAIG Enrollment Web site. As a result, Primary Destination Point Administrators (PDPAs) should make sure all current e-mail addresses are up-to-date.

Beginning March 11, 2013, any user who was not automatically enrolled for the COD Online Service will need to be enrolled by the PDPA. **Note:** PDPAs can only enroll additional users if the COD Online Service has been added to the Primary TG Number. See the instructions below to add the COD Online Service to the Primary TG Number.

**Note for foreign school users:** These instructions do not apply to foreign school users. Foreign school users not automatically enrolled will need to complete an updated SAIG Enrollment form and will be contacted directly by Federal Student Aid via e-mail.

**Reminder about TFA tokens:** PDPAs should ensure that TFA tokens have been distributed to authorized users and those users are registering their tokens. If you have not received TFA tokens for your school, please send an e-mail to [TFA\\_Communications@ed.gov](mailto:TFA_Communications@ed.gov), and include your school name and OPE ID with the correspondence.

As a reminder, ***a COD Web site user will need to be enrolled for the COD Online Service and have an FSA User ID and password to access the COD Web site on or after May 4, 2013.***

This attachment covers the following information:

- PDPA Steps for Adding COD Online Service to a Primary TG Number (Destination Point/Mailbox)
- PDPA Steps for Enrolling Users with a TG Number for COD Online Service
- PDPA Steps for Enrolling Users without a TG Number for COD Online Service
- Additional Information about Primary TG Number

**PDPA Steps for Adding COD Online Service to a Primary TG Number (Destination Point/Mailbox)**

PDPAs should follow these instructions to add the COD Online Service to the Primary TG Number for their organization. This process is only needed if the Primary TG Number does not have COD Batch services and was not automatically enrolled for the COD Online Service during the weekend of March 9-10, 2013.

1. Select the **Primary Destination Point Administrator Access** link on the [SAIG Enrollment Web site](#).
2. Enter your **FSA User ID** and **Password**. Select **Login**.
3. Select **Add Online User Services**.
4. Select the **Adding a new service to an existing DPA** option.
5. Enter the TG number for the Destination Point (TG number/mailbox) to which you are adding COD Online. Select **Next**.
6. Select the **Yes** option associated with COD Online. Select **Next**.
7. Enter your organization's code and select the role the new online user should be assigned. Select **Next**. The organization code that is requested and the roles that are displayed will depend on your organization's type.
8. Select **Next** on the End of the Enrollment Form page.
9. Select **Submit Form** on the Final Review page after verifying that the information entered is correct.
10. Select **Next** from the Are you finished? page.
11. Select **Print Signature Pages**. After successfully printing the signature pages, close the Adobe Acrobat window to return to the signature page instructions. Select **Next**.
12. Select **OK** when asked if you successfully printed the signature pages.
13. Print the Receiving Confirmation page for your own records. You will be asked for the Confirmation Stamp number if you contact CPS/SAIG Technical Support (800/330-5947 [TDD/TTY 800/511-5806], or by e-mail at CPSSAIG@ed.gov) with questions concerning your enrollment.
14. Sign the signature pages and mail them to CPS/SAIG Technical Support using the address provided in the signature page instructions. The changes will be made after the signed signature pages are processed.

### **PDPA Steps for Enrolling Users with a TG Number for COD Online Service**

PDPAs should follow these instructions when enrolling users for the COD Online Service if the user is already associated with a unique TG Number, the Primary TG Number has the COD Online Service, and the user was not automatically enrolled.

1. Select the **Primary Destination Point Administrator Access** link on the [SAIG Enrollment Web site](#).
2. Enter your **FSA User ID** and **Password**. Select **Login**.
3. Select **Add Online User Services**.
4. Select the **Adding a new service to an existing DPA** option.
5. Enter the TG number to which you want to add COD Online Service. Select **Next**.
6. Select **Yes** for COD Online Service. Select **Next**.
7. Enter your organization's code and select the role the new online user should be assigned. Select **Next**. The organization code that is requested and the roles that are displayed will depend on your organization's type.
8. Select **Next** on the End of the Enrollment Form page.
9. Look over the Final Review page and select **Submit Form** after you verify the information is correct.
10. Select **Next** from the Are you finished? page.
11. Select **Print Signature Pages**. After successfully printing the signature pages, close the Adobe Acrobat window to return to the signature page instructions. Select **Next**.
12. Select **OK** when asked if you successfully printed the signature pages.
13. Print the Receiving Confirmation page for your own records. You will be asked for the Confirmation Stamp number if you contact CPS/SAIG Technical Support (800/330-5947 [TDD/TTY 800/511-5806], or by e-mail at CPSSAIG@ed.gov) with questions concerning your enrollment.
14. Sign the signature pages and mail them to CPS/SAIG Technical Support using the address provided in the signature page instructions. The changes will be made after the signed signature pages are processed.

**Note:** The COD Online Service can be added to an existing TG Number as long as the TG Number is uniquely assigned to an individual DPA (such as the TG Number assigned to a DPA for NSLDS Online access) and its associated Primary TG Number is also enrolled for the COD Online Service.

### **PDPA Steps for Enrolling Users without a TG Number for COD Online Service**

PDPAs should follow these instructions when enrolling new users for the COD Online Service if those users do not already have their own unique TG Number. **Note:** New users must first be enrolled for their own unique TG Number before the COD Online Service can be added to it. TG Numbers are assigned following the receipt of signature pages (see step 15 below).

1. Select the **Primary Destination Point Administrator Access** link on the [SAIG Enrollment Web site](#).
2. Enter your **FSA User ID** and **Password**. Select **Login**.
3. Select **Add Online User Services**.
4. Select the **Adding a New DPA** option.
5. Enter the Primary TG number of your organization. Select **Next**. Your Primary TG number must already be enrolled for COD Online Service in order to add additional COD Online users. In addition, if your organization is a third-party servicer, you must already be enrolled for COD Batch service.
6. Complete the Demographic Information page for the person you are enrolling. Select **Next**.
7. Select **Yes** for COD Online. Select **Next**.
8. Enter your organization's code and select the role the new online user should be assigned. Select **Next**. The organization code that is requested and the roles that are displayed will depend on your organization's type.
9. Select **Next** on the End of the Enrollment Form page.
10. Look over the Final Review page and select **Submit Form** after you verify the information is correct.
11. Select **Next** from the Are you finished? page.
12. Select **Print Signature Pages**. After successfully printing the signature pages, close the Adobe Acrobat window to return to the signature page instructions. Select **Next**.
13. Select **OK** when asked if you successfully printed the signature pages.
14. Print the Receiving Confirmation page for your own records. You will be asked for the Confirmation Stamp number if you contact CPS/SAIG Technical Support (800/330-5947 [TDD/TTY 800/511-5806], or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov)) with questions concerning your enrollment.
15. Sign the signature pages and mail them to CPS/SAIG Technical Support using the address provided in the signature page instructions. The changes will be made after the signed signature pages are processed.

Before a new COD Web site user can log into the COD Web site, he or she must have an FSA user ID. If the new COD Web site user does not have an FSA user ID, he or she must go to the [SAIG Enrollment Web site](#) and select the **FSA User ID Registration** link to register. After the new COD Web site user has completed his or her registration, an FSA User ID will be e-mailed to him or her.

**Additional Information about Primary TG Numbers**

PDPAs who need to confirm certain information about the Primary TG Number prior to the March 9-10, 2013 system update should review the information below.

To determine the Primary TG Number for your organization, complete the following steps:

1. Select the **Review Your Organization's SAIG Mailboxes (TG Numbers)** link on the [SAIG Enrollment Web site](#).
2. Enter your **FSA User ID** and **Password**. Select **Login**.
3. Enter your TG number.
4. Under **Review Organization Information**, the Primary TG Number for your organization will be listed first and will have "PRIMARY" under the Status column.

To determine if the Primary TG Number for your organization is enrolled for COD Batch services, complete the following steps:

1. Select the **Review Services Assigned to Your SAIG Mailboxes (TG Numbers) / Activate Your New SAIG Mailbox (TG Number)** link on the [SAIG Enrollment Web site](#).
2. Enter your **FSA User ID** and **Password**. Select **Login**.
3. Enter the Primary TG Number for your organization. If you already have Direct Loan and/or Grant services, these services will be listed with applicable award years.